Approved For Release 2001/07/12 : CIA-RDP83B00823R000700030023-3

DD/M&S_14-1663 14 MAY 1974

9 MAY 1974

Director of Medical Services MEMORANDUM FOR:

Director of Communications

Director of Finance

Director of Logistics Director of Joint Computer Support

Director of Personnel Director of Security Director of Training

SUBJECT

Use of Headquarters Notices to Disseminate Information

STATINTL

- As most of you are aware, headquarters are intended to be used to disseminate transitory information rather than to convey permanent directives. Nevertheless, regulatory material requiring prompt dissemination frequently is published in notice form as a matter of expediency since revision to the regulations is a more time consuming process. When this happens, the subject matter of the notice should be incorporated into regulations as soon as feasible.
- 2. Unfortunately there has arisen a tendency to extend or republish a notice from one year to the next as the easier procedure for keeping the subject matter on the books. A survey of such extensions covering the past three years indicates that 90 percent of the requests for extension originates with DDM&S components, and that notices have been extended as many as four, five, and, in one instance, ten times. This is not only a somewhat wasteful procedure tending to clutter up our notice manuals but, perhaps more important, an employee seeking guidance on a particular subject is less likely to find the guidance given in the notice since notices are not presently being included in our main regulatory index.
- 3. We are now adopting the following rules in the use of notices: (a) regulatory material may continue to be published in notice format when quick dissemination of the information is necessary or desirable or when the subject matter is of such significance that, even if already incorporated into regulations, a notice to serve as a "reminder" is deemed essential, (b) the originating office is responsible for promptly initiating revisions to the regulation to incorporate into regulations the

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subject matter of the notice and, (c) although notices will not ordinarily carry a specific expiration date (they will usually be worded "current until rescinded") the Regulations Control Staff will review notices every year for the purpose of cancelling those which have expired, have been incorporated into regulations, or should have been incorporated into regulations. I will be most reluctant to approve extension or republication of notices which have been on the books for as long as a year.

4. Equally important is the need for all Office Heads to be judicious in determining subject matters which need Agencywide distribution. During this period of paper shortages and high priced paper, matters of marginal interest or importance should not be forwarded for Agency-wide dissemination. Some matters may best be handled by memoranda sent to selected offices, while other matters of more general interest could be publicized by posting on the official bulletin boards. I will appreciate your monitoring proposals for publication of notices along the above guidelines.

STATINTL

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

OFFICIAL ROUTING SLIP TO NAME AND ADDRESS DATE INITIAL 1 C/PPAD 17 MAY 1974 2 DD/P&M 17 MAY 1974 3 C/PPAD 20 MAY 1974 4 Cof PDB 6 ACTION DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: If in Your that we have four Out the lest lent would are current this is a heatorical listing to for this is a heatorical listing to for a less thing of current "security" notices due to expere in the prepare less months of fungs the gun" to leave any returning listens con are grown with the first in aux palicy review. OFFICIAL ROUTING SLIP 1 MAY 1974 1 MAY 1974 1 PREPARE REPLY PREPAR		UNCLASSIFIED	CIA RDP83B00823 CK CLASSIFICATION CONFIDEN		SECRE'	
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TRANSMI	TTAL SLIP	
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